



SACHI A. HAMAI
Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

"To Enrich Lives Through Effective And Caring Service"

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

January 05, 2016

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

25 January 5, 2016


PATRICK OGAWA
ACTING EXECUTIVE OFFICER

Dear Supervisors:

**ADVANTAGE HUMAN RESOURCES MANAGEMENT SYSTEM (eHR)
POST 2012 REVISIONS AND MISCELLANEOUS TECHNICAL CORRECTIONS
ALL DISTRICTS
3 VOTES**

SUBJECT

This letter and accompanying ordinance will supplement the recommendations previously approved by the Board of Supervisors on March 23, 2010, and March 27, 2012, relating to the implementation of the Advantage Human Resources Management System (eHR). It will also make minor revisions to correct, to clarify, and to codify existing compensation provisions.

IT IS RECOMMENDED THAT THE BOARD:

1. Approve changes to the Los Angeles County Code amending Title 5 – Personnel and Title 6 Salaries to reflect Advantage Human Resources Management System baseline functionality, and to make minor technical and administrative corrections and revisions to existing compensation policy.
2. Instruct the Auditor-Controller to make the payroll system changes necessary to implement these recommendations.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Advantage Human Resources Management System (eHR)

On May 1, 2007, the Board of Supervisors (Board) approved funding and a contract amendment with CGI-AMS, Inc. (CGI) to implement the Advantage Human Resources Management System (eHR). From that point to 2012, the eHR software was significantly modified to replace the County's legacy systems known as "Countywide Payroll" (CWPAY – 2010 rollout) and "Countywide Timekeeping and Payroll Personnel System" (CWTAPPS – 2012 rollout). In conjunction with these rollouts, the Board approved our March 23, 2010, and March 27, 2012, Board letters and ordinances to implement these changes.

The primary objectives associated with the 2010 and 2012 eHR rollout recommendations were as follows: 1) avoid unnecessary systems modifications and minimize associated costs to accommodate County pay practices that can and should be changed; 2) identify pay practices that must be accommodated in the new system; 3) simplify certain pay policies to improve consistency in administration and reduce the potential for payroll processing errors; and 4) delete provisions that are currently obsolete or will become obsolete under the new system.

In our letter dated March 27, 2012, we reported that final testing of the eHR system was in progress. Accordingly, we indicated our intent to return to the Board if additional County Code revisions were required in conjunction with the eHR implementation.

Technical and Administrative Corrections

In addition to eHR-related revisions, various technical corrections are being recommended to correct minor typographical errors and to clarify existing compensation provisions to ensure that the original intent of these provisions is preserved. One such clarification relates to the usage of accrued compensatory time off (CTO). Under the current County Code, CTO must be used by salaried exempt employees in eight-hour increments. As such, CTO generally cannot be combined with any other paid leave benefits. However, County policy dating back to 1998 provides for an exception to this rule and permits the usage of partial day CTO in conjunction with partial day Family Medical Leave Act (FMLA) absences. Although permitted by County policy, this exception was never memorialized in the County Code.

Implementation of Strategic Plan Goals

The recommended changes support the Countywide Strategic Plan Goal 1 – Operational Effectiveness/Fiscal Sustainability. The continuing efforts to automate, simplify, and clarify existing compensation policies and practices will facilitate the long-term operation of eHR in a cost-effective manner. In addition, the recommended changes will also increase staff productivity by reducing the frequency of errors associated with manual maintenance and interpretation of current compensation policy.

FISCAL IMPACT/FINANCING

The proposed recommendations do not require modifications to eHR baseline functionality. As such, no additional cost is anticipated. The recommended changes for technical corrections are generally administrative in nature and have no fiscal impact. The cost of using accrued CTO in conjunction

with FMLA partial day absences has already been included in the Board's adopted budget for each affected budget.

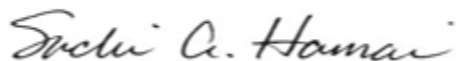
FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended eHR corrections. In addition, the accompanying ordinance implementing amendments to Title 5 – Personnel and Title 6 – Salaries of the County Code has been approved as to form by County Counsel.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The approval of these pay policy recommendations will facilitate the continued operation of eHR. Furthermore, it will enhance operational effectiveness and better ensure the consistent application of compensation policy and practices throughout the County.

Respectfully submitted,



SACHI A. HAMAI

Chief Executive Officer

SAH:JJ:MTK

NV:SM:VMH:mst

Enclosures

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Human Resources
- All Department Heads
- SEIU, Local 721
- Coalition of County Unions